

28 February 1991

Food Program

DINING FACILITY OPERATIONS REPORT (RCS ATBO-I)

**Summary.** This revised regulation changes the procedures for reporting the cost of contracted food services operations. It also rescinds the Dining Facility Contract Cost Report (RCS ATPL-65) and the Dining Facility Utilization Report (RCS ATPL-82) and incorporates the data from these reports into one report-Dining Facility Operations Report (RCS ATBO-I). This regulation changes the report format and prescribes the use of TRADOC Form 216-R-E (Dining Facility Operations Report) (RCS ATBO-I). It also establishes policy for electronically generating TRADOC Form 216-R-E, using the TRADOC Performance Oriented Data Base for Subsistence (TRAPODS) software.

**Applicability.** This regulation applies to all U.S. Army) Training and Doctrine Command (TRADOC) installations.

**Supplementation.** Do not supplement this without approval from Commander, TRADOC, ATTN: ATBO-HSE, Fort Monroe, VA 23651-5000.

**Forms.** The “R-E” form at the back of this regulation is for local reproduction or electronic generation. Have the “R” form printed through your forms management officer. Use the TRAPODS software for electronic generation of the form.

**Suggested improvements.** The proponent of this regulation is the Deputy Chief of Staff for Base Operations Support (DCSBOS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATBO-HSE, Fort Monroe, VA 23651-5000.

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Chapter 1  
Introduction

**1-1. Purpose.** This regulation changes the report format and prescribes the use of TRADOC Form 216-R-E (RCS ATBO-I). It also established policy for electronically generating TRADOC Form 216-R-E, using the TRAPODS software.

- 1-2. References.** Required publications are —
- a. AR 30-1 (The Army Food Service Program).
  - b. SB 10-263 (14-Day U.S. Army Reserve Component and Field Training Menu).
  - c. SB 10-540 (Box Lunches, Flight Feeding, and Motor Convoy Menus).

**1-3. Explanation of abbreviations.** The glossary contains abbreviations used this regulation.

**1-4. Responsibilities.** Commanders, TRADOC installations, will submit a monthly report to Commander, TRADOC, ATTN: ATBO-HSE, Fort Monroe, VA 23651-5000, using TRADOC Form 216-R-E (RCS ATBO-1).

- 1-5. Reporting requirement.**
- a. Commanders of TRADOC installations that operate three or less dining facilities (DFACS) in the same calendar month will manually fill in TRADOC Form 216-R-E (RCS ATBO-1).

This regulation supersedes TRADOC Regulation 30-3,15 August 1986. It rescinds RCS ATPL-65 and RSC ATPL-82. Also, TRADOC Form 216-R-E, December 1990, supersedes TRADOC Form 216-R, July 1986.

b. Commanders of TRADOC installations that operate four or more DFACS in the same calendar month and have the required hardware and software will use TRAPODS to electronically generate TRADOC Form 216-R-E (RCS ATBO-1).

#### **1-6. Frequency and period covered.**

a. Commanders of TRADOC installations and activities with separate food service contracts will report data monthly by calendar month. Report by billing period if billing period does not coincide with calendar month.

b. Commanders of TRADOC installations that meet the following criteria will follow the procedures in the TRAPODS operator Manual for Installations:

(1) The installation regularly operates more than three DFACS in the same calendar month.

(2) The installation received a TRAPODS packet from this headquarters.

(3) The installation has the required hardware and software to prepare TRAPODS input files.

**1-7. Routing and due date.** Food advisors will send TRADOC Form 216-R-E (RCS ATBO-1) to Commander, TRADOC, ATTN: ATBO-HSE, Fort Monroe, VA 23651-5000, not later than the 10th working day after the end of reporting period.

## **Chapter 2**

### **Instructions for preparing TRADOC Form 216-R-E (RCS ATBO-1)**

**2-1. General.** See paragraph 1-4 to determine whether to manually prepare TRADOC Form 216-R-E or to use the TRADOC software to electronically generate the form. Prepare, may overprint recurring data on the forms.

a. Report as many as three dining facilities on each page of the form.

b. Report a single DFAC more than once if the DFAC is operated or staffed in more than one configuration or if the type of diner changed during the period.

c. If a DFAC is reported more than once in a period, reflect on each entry a different configuration and the work load accomplished by the DFAC in that configuration.

#### **2-2. Block-by-block preparation instructions.**

a. Period Ending block. Enter the last day of the reporting period in the format mm/dd/yy; January 31 1990, would appear as 01/31/90.

b. Page \_\_ of \_\_ pages block. Enter the appropriate page number and the total number of pages in the report on each page.

c. From block. Enter return address of installation or activity submitting the report

d. Entries 1, 2, and 3 block. Each entry consists of block a through ab. Generally, the information in a single entry reflects a single DFAC or other cost center or one configuration of a DFAC in a reporting period.

(1) The data in blocks b through 1 should change almost every month.

(2) The data in blocks m through ab (except for block z, Participation Rate) should stay relatively constant.

(3) If the information in blocks m through ab (less z) changes from previous report, put an asterisk (\*) in the appropriate blocks. The asterisk will highlight changes to assist the TRADOC food advisor in the data input process.

e. Block a, Building Number (BLDG Nr). Enter the building (official facility) number of each DFAC. Do not use a DFAC number (for example, DFAC #30) or a supported unit (for example, C-62d ENGR). Prefixes that indicate permanent or temporary buildings are optional; suffixes that indicate a wing of a building are mandatory entries. You may

also enter a food service cost center which is not allocated against the various DFACs (for example, Maxi-Mart, Excess Field Feeding, Award Fee). Once you abbreviate a cost center, continue to use the same abbreviation for that cost center.

f. Block b, Open End of Month (OPEN EOM). Enter "Yes" or "No" to indicate whether or not the DFAC served meals on the last day of the reporting period.

g. Block c, Total Headcount. Enter the total monthly headcount including contractor employees.

(1) Include all meals prepared in a garrison or issued against an Army Ration Credit System (ARCS) account (included on lines 4, 5, or 6 of DA Form 2970 (Subsistence Report and Field Ration Request)).

(2) Also include operational rations appearing on lines 17, 18, and 19 of DA Form 2970 when they are prepared by a DFAC under an account. The operational rations must be B-Rations or T-Rations reflected on the "other lines," or box lunches prepared with SB 10-540 or SE 10-263 ingredients and appearing on the "B/L" lines.

(3) Do not include meals, ready-to-eat (MRE) issued from an ARCS account.

(4) Do not include meals served against an Army Field Feeding System (AFFS) account.

h. Block d, Days Open. Enter the number of days the DFAC was open for at least one meal in the reporting period.

(1) If a dining facility is operated in more than one configuration during a reporting period and, therefore, appears more than once in the DFAC operations report, the record for each configuration should reflect only the number of days the facility was in operation in that particular configuration. In this way, the total number of days is not overstated.

(2) Rather than reporting partial days if a DFAC should change configuration during a

day, credit the day to the configuration in which the most meals (breakfast, lunch, and dinner) were served (not total headcount).

(3) If no more than one meal was served in each of two or three configuration, credit the day to the configuration with the largest headcount.

i. Block e, Total Contract Cost. Enter the total amount the Government paid the contractor or the contractor billed the Government for the reporting period. Total contract cost includes garrison and field feeding as well as any other contract costs incurred.

j. Block f, Total Duty Day Headcount - Breakfast. Enter the total headcount, including contract employees, for breakfast meals served on operational duty days. Include field feeding, as well as garrison meals, when reflected on lines 4, 5, and 6 of DA Form 2970. Operational days are all days except weekends, holidays, and days when the facility is closed due to break in training or field duty.

k. Block g, Total Duty Day Headcount - Lunch. Enter the total headcount, including contractor employees, for lunch meals served on operational duty days. Include field feeding, as well as garrison meals, when reflected on lines 4, 5, or 6 of DA Form 2970. Operational duty days are all days except weekends, holidays, and days when facility is closed due to break in training or field duty.

l. Block h, Total Duty Day Headcount - Dinner. Enter the total headcount, including contractor employees, for dinner meals served on operational duty days. Include field feeding, as well as garrison meals, when reflected on lines 4, 5, or 6 of DA Form 2970. Operational duty days are all days except weekends, holidays and days when the facility is closed due to break in training or field duty.

m. Block i, Duty Days Operational (DUTY DA OP). Enter the number of operational duty days the DFAC was open for at least one meal. Operational duty days are all days

except weekends, holidays and days when the facility is closed due to a break in training or field duty.

(1) If a DFAC is operated in more than one configuration during a reporting period and therefore, appears more than once in the DFAC operations report, the record for each configuration should reflect only the number of operational duty days the facility was in operation in that particular configuration. In this way, the total number of operational duty days is not overstated.

(2) Rather than reporting partial days if a DFAC should change configuration during a day, credit the day to the configuration in which the most meals (breakfast, lunch, and dinner) were served (not total headcount).

(3) If no more than one meal was served in each of two or three configuration, credit the day to the configuration with the largest headcount.

n Block j, Field Feeding Data - Number. Enter the number of meals during which, or the number of sites to which, the DFAC prepared/sent food for consumption in a field environment. Enter data only when a contractor is reimbursed separately for field feeding.

o. Block k, Field Feeding Data - Headcount. Enter the field feeding headcount when a contractor is reimbursed separately for field feedings.

p. Block l, Field Feeding Data - Cost. Enter the total amount paid to a contractor for field feedings. Include this amount in block e, Total Contract Cost.

q. Block m, Type Operation (Type Opn). Enter one of the following codes to indicate the type activity responsible for operating the DFAC:

(1) M - modification table of organization and equipment (MTOE) unit. The ARCS account holder is assigned to an MTOE unit.

(2) T - table of distribution and allowance (TDA) Activity. The ARCS account holder for a Government-operated DFAC is not

assigned to an MTOE unit. Also use this code for DFACs operated by United States Army Reserve (USAR) training division.

(3) C - contractor personnel.

r. Block n, Type Staff. Enter one of the following codes to indicate the category of management and cook personnel who staff the DFAC:

(1) M - military personnel only.

(2) D - Department of the Army Civilian (DAC) personnel only.

(3) B - both military and DAC personnel.

(4) C - contractor personnel.

s. Block o, Average Number of Cooks - Military. Enter the average number of military personnel (less military dining facility attendant (MDFAs) and MDFA supervisors) who regularly work in the DFAC.

(1) Base this figure on the normal staffing over a 24-hour period for a routine duty day.

(2) No requirement exists to accumulate daily data and average them for the monthly report; an informed estimate will suffice.

t. Block p, Average Number of Cooks - DAC. Enter the average number of DAC personnel (less MDFA supervisors ) who regularly work in the DFAC.

(1) Base the figure on the normal staffing over a 24-hour period for a routine day.

(2) No requirement exists to accumulate daily data and average them for the monthly report; an informed estimate will suffice.

u. Block q, type of Dining Facility Attendants (Type DFA). Enter one of the following codes to indicate the category of personnel who provide DFA support within the garrison DFAC:

(1) M - military personnel.

(2) C - contractor personnel.

(3) B - Use this code only when both military and contractor personnel perform

DFA duties in the same DFAC at the same time.

v. Block r, Average Number of Military Dining Facility Attendant (Avg Nr MDFA). Enter the average number of MDFAs who regularly work in the DFAC.

(1) Base the figure on the normal staffing over a 24-hour period for a routine duty day.

(2) There is no requirement to accumulate daily data and average them for the monthly report an informed estimate will suffice.

w. Block s, Type of MDFA Supervisor (Type MDFA Supv). Enter an authorized code to indicate the category of personnel who supervise MDFAs as a primary or extra duty. If MDFAs are supervised by Government cooks as an adjunct to their regular duties, leave this block blank; however, if Government personnel work in the DFAC primarily to supervise MDFAs, enter one of the following codes:

- (1) M - military personnel.
- (2) D - DA civilian.
- (3) B - both military and DAC personnel.

x. Block t, Average Number of Military MDFA Supervisors (Avg Nr MDFA Supv - Military). Enter the average number of military personnel who regularly work in the DFAC as supervisors of MDFAs.

(1) The total may include personnel assigned or detailed as MDFA supervisors, but it does not include military cooks who supervise MDFAs as an adjunct to their duties as cooks.

(2) Base the figure on the normal staffing over a 24-hour period for a routine day.

(3) No requirement exists to accumulate daily data and average them for the monthly report; an informed estimate will suffice.

y. Block u, Average Number of DAC MDFA Supervisors Avg Nr MDFA Supv - DAC). Enter the average number of DAC personnel

who regularly work in the DFAC as supervisors of MDFAs.

(1) The total does not include DAC cooks who happen to supervise MDFAs as an adjunct to their duties as cooks.

(2) No requirement exists to accumulate daily data and average them for the monthly report; an informed estimate will suffice.

z. Block v, Type Diner. Enter an authorized code to indicate the principal category of diners in each DFAC, not all categories of diners who eat regularly in training unit DFACS. Even though staff and other permanent party personnel regularly eat in training unit DFACS, the soldiers in training units are the principle category of diners. The authorized codes are-

- (1) B - soldiers in basic training (BT).
- (2) A - soldiers in advanced individual training (AIT).
- (3) O - soldiers in one station unit training (OSUT).
- (4) M - multiple (use for a DFAC that serves significant numbers of soldiers in AIT as well as others).
- (5) C - Reserve Officers' Training Corps (ROTC) cadets.
- (6) R - Reserve Component soldiers.
- (7) Z - other (none of the above).

aa. Block w, Design Capacity (Des Cap). Enter the original design capacity of the DFAC corresponding to the column letters on DA Form 4811-R (Food Summary) (RCS CSGLD-1816(R1)). The modernization performed under the Dining Facility Modernization program has no effect on the design capacity of the DFAC. The authorized codes are-

- (1) B -Up to 40.
- (2) C -41 to 80.
- (3) D -81 to 150.
- (4) E -151 to 250 (Type 64 and 64A).

- (5) F -251 to 400 (Type 121).
- (6) G -401 to 650.
- (7) H -651 to 100 (Type 106).
- (8) I -1001 to 1500.
- (9) J -1501 to 2200.
- (10) K -2201 to 3000.

bb. Block x, Modernization Status (MOD Stat).

(1) Enter “yes” or the letter “Y” to indicate that a Type 64, 64A 121, or 106 DFAC is modernized under the Dining Facility Modernization Program.

(2) Enter “no” or the letter “n” to indicate an unmodernized DFAC or one that is not one of the types eligible for modernization. Other DFACS may have been “renovated” or “upgraded,” but they have not been “modernized” within the context of this report.

cc. Block y, Current Capacity. Enter the current capacity of the DFAC as determined by the Director of Engineering and Housing (DEH) or the Director of Installation Support (DIS). Capacities for modernized standard DFACS (Type 64, 64A, 121, and 106) are considered to be 80 percent of the original capacities of unmodernized facilities (200, 200, 320, and 800, respectively). This figure is used to calculate participation rates. Enter the capacity as indicated, not a range of numbers.

dd. Block z, Participation Rate (Part Rate). Enter the participation rate described in AR 30-1, paragraph 4-26, as the average headcount for the highest attended meal on operational duty days, divided by the current feeding capacity of the DFAC. Complete this block only for the March, June, September, and December reports, and include data for the entire calendar quarter. Use the following procedure to calculate quarterly participation rates for each DFAC:

(1) Determine the quarterly totals blocks f, g, h, and i for each DFAC.

(2) Divide the largest of the three duty day headcount figures (blocks f, g, or h) by the total number of duty days open during the quarter (block i).

(3) If there is a difference, divide the quotient by the current capacity of the DFAC (block y) from the most recent month.

(4) Multiply the result by 100 to express the rate as a percentage.

(5) Enter the result, to the closest one percent, in block z.

ee. Block aa Reason Code (RSN Code). Enter an authorization code when the participation rate for a DFAC is less than 65 percent. Use the single code that best indicates the DFAC is closed, it is scheduled to close soon, or why it is not feasible to close the facility. The authorization codes are -

(1) 1 - currently closed or scheduled to close in the near future.

(2) 2 - only operational DFAC on an installation or in a remote location.

(3) 3 - consolidation would exceed the current capacity of the consolidated facility.

(4) 4 - operational and/or training requirements prevent consolidation.

(5) 5 - appropriate commander directed that the facility remain open. Use this code only when no other valid reason exists.

ff. Block ab, Remarks. Enter information necessary to clarify entries in blocks a through aa or information of interest to the TRADOC Food Service Office. Remarks are mandatory if a facility routinely serves more or fewer than three meals a day or if a facility is located in a remote site or off post training site.

gg. Person to call for information block. Enter the title and last name, e.g., Ms. Smith, of person to call for information.

hh. Telephone block. Enter the AUTOVON prefix and extension of the individual's name shown to the left.

ii. Released by block:

(1) For manual submission, fill in TRADOC Form 216-R-E. Enter the signature and signature block of the person releasing the report.

(2) For electronic submission of TRAPODS, submit hard copy of TRADOC Form 216-R-E to DOL/DIS for approval, using the instructions in paragraph 6-5 of the TRAPODS Operator's Manual for installations. Send the hard copy and diskette to Commander, TRADOC, ATTN: ATBO-HSE, after DOL/DIS approval.

jj. Date block. Enter the date the report was prepared or released.

### 2-3. Correcting previous errors.

a. Do not try to correct previous errors by adjusting figures on subsequent month's reports.

b. If an error is discovered in a report already submitted to TRADOC, contact the TRADOC Food Service Officer to determine the best way to correct the error.

c. Even if you usually submit automated input files, the TRADOC Food Service Officer may require a manual correction, depending on the extent of the errors and whether or not the original figures were input into the TRAPODS.

d. As a minimum, all manual reports submitted to TRADOC with corrections must have the Period, Ending, From, Building Number, Person to Call for Information, Phone, Released By, and Date blocks completed.

e. The installation commander will submit to TRADOC both-

(1) A corrected copy of the inaccurate report with all data, including previously reported correct entries and the newly corrected data.

(2) A corrected copy of the inaccurate report with all mandatory entries (paragraph d above) and the corrections only.

## Glossary Abbreviations

AIT	advanced individual training
AFFS	Army Field Feeding System
ARCS	Army Ration Credit System
ATTN	attention
AUTOVON	automatic voice network
Avg Nr of Cooks	average number of cooks
Avg Nr MDFA	average number of military dining facility attendants
Avg Nr of MDFA Supv	average number of military dining facility attendant supervisor
BT	basic training
Bldg Nr	building number
DAC	Department of the Army Civilian
DCSBOS	Deputy Chief of Staff for Base Operations Support
DEH	Director of Engineering and Housing
Des Cap	design capacity
DFAC	dining facility
DIS	Director of Installation Support
DOL	Director of Logistics
DUTY DA OP	duty days open
ENGR	engineer
HQ	Headquarters
MDFA	military dining facility attendant
mm/dd/yy	month/day/year

TRADOC Regulation 30-3

MRE	meals, ready to eat	TDA	table(s) of distribution and allowances
attendant MTOE	Modification Table of Organization and Equipment	TRADOC	United States Army Training and Doctrine Command
MOD Stat	modernization status		
OSUT	one station unit training	TRAPODS	TRADOC Performance Oriented Database for Subsistence Type
OPEN EOM	Open end of month		
Part Rate	participation rate	DFA	type dining facility attendant
RCS	reports control symbol		
RSN Code	reason code	Type MDFA Supv	type military dining facility attendant supervisor
ROTC	Reserve Officers' Training Corp		
		Type Opn	type operation
SB	supply bulletin	USAR	United States Army Reserve

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FOR THE COMMANDER:

OFFICIAL:

JAMES VAN LOBEN SELS  
Major General, GS  
Chief of Staff



DAVID G. FITZ-ENZ  
Colonel, GS  
Deputy Chief of Staff for  
Information Management

DISTRIBUTION:  
TRADOC Instl: D (5 cy ea)  
ATTN: DOL/DIS/ FOOD ADVISOR  
Commander, USAQMCS

Copies furnished:  
HQDA (DALO-TST)



<b>DINING FACILITY OPERATIONS REPORT</b> (TRADOC REG 30-3) <i>(Submit NLT 10th Working Day After End of Reporting Period)</i>										PERIOD ENDING				REQUIREMENTS CONTROL SYMBOL <b>ATBO-1</b>																																							
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<b>SECTION I</b>														<b>SECTION II</b>														<b>SECTION III</b>																									
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# DINING FACILITY OPERATIONS REPORT

REMARKS

PERSON TO CALL FOR INFORMATION (Title and Last Name)

TELEPHONE (Autovon/Extension)

RELEASED BY (Signature - include Title, Last Name, First Name, and Middle Initial)

DATE